

REVIEW PROCEDURE FOR MANUSCRIPTS WRITTEN BY

FORMER EMPLOYEES

1. The manuscript is received at OGC. OGC acknowledges the receipt to the author.
2. OGC forwards the manuscript to CRD. CRD records receipt of the manuscript, establishes the required controls, sets deadlines, attaches a Manuscript Review Worksheet, gets biographical data on the author, and makes two copies of the manuscript.
3. CRD management assigns the manuscript for review. Every manuscript will be reviewed by at least two reviewers. They will bracket in pencil any items considered classified and keep a log justifying each action taken.
4. When both reviewers have completed their reviews, they will compare results and arrive at a consensus if possible.
5. Reviewers sit down with management and go over the results of the review to:
  - a. Check for consistency;
  - b. Resolve any conflicts or discrepancies;
  - c. Determine whether coordination is necessary outside of CRD and with whom;
  - d. Agree on the writeup of the results of the review.
6. Effect coordination. One of the reviewers will be tasked to do this or both if coordination with several other Agency elements is required.
7. When the coordination has been completed, the results will be factored into the review and a meeting held with management to check out the final determinations. The same procedure would be used if coordination with another U.S. government agency is required.
8. Review results will be ~~xxx~~ prepared for presentation to the PRB. The material for this purpose will include:
  - a. A copy of the Manuscript Review Worksheet;
  - b. Copies of all pages that contain deletions;
  - c. Attachment of the log justifying deletion actions;
  - d. An attachment identifying all research done and its results;
  - e. Attachment detailing what coordination was done, with whom, and the results;
  - f. A recommended action for the PRB to consider;
  - g. Any comments that should be passed back to the requester.
9. Present the review results to the PRB. This will be handled by CRD management with participation of any reviewers as required. The PRB can decide:
  - a. To accept CRD's recommendation;
  - b. Ask CRD to do further research, affect additional coordination, or take other specified actions.
10. When the PRB agrees on a course of action, CRD will do the following:
  - a. Prepare the manuscript for return to the requester if deletions have been made. A copy also will be kept for our record along with a clean copy of the original manuscript and any work copies that contain notations or explanations significant enough to become part of the record.

11. CRD sends the package to OGC for the latter to make a legal review and then to communicate the review results to the requester. The package will contain:

- a. A copy of the completed Manuscript Review Worksheet;
- b. A copy of the original or sanitized version of the manuscript depending on the results of the review;
- c. Any comments ~~by~~ authored by or approved by the PRB for passage to the requester.

12. Similar packages as described in paragraph 10 above will be prepared and sent to the Directorates that had a major equity in the manuscript or where the Directorates' member on the PRB has requested it.

13. Maintain the Agency file on manuscript review requests.

14. Identify material that should be put into the data bank of information release status.

15. Make the input into the data bank.

MANUSCRIPT REVIEW WORKSHEET

1. Name of Requester:
2. Date Received:
3. Title of Submission:
4. Nature of Submission:  
m/s    Outline    Oral  
Present  
  
Autobio    Novel  
graphical  
  
Other \_\_\_\_\_
5. Background on Requester:
6. Reviewers Assigned:
7. Date Assigned:
8. Coordination:
9. Dates:
10. Recommendation:  
☐ Release because it contains no classified information.  
☐ Release in sanitized form and releasable copy attached.  
☐ Deny in toto.
11. Suggestions to the PRB:
12. PRB Action:  
☐ Release.                      ☐ Further research necessary.  
☐ Release in sanitized version.    ☐ Additional coordination required.  
☐ Deny in toto.                      ☐ Other \_\_\_\_\_
13. Date results sent to OGC: \_\_\_\_\_

Signature: \_\_\_\_\_  
Chairman, PRB

Date: \_\_\_\_\_

Approved For Release 2005/07/28 : CIA-RDP93B01194R001200100001-7  
 ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. S + T		
2.		
3.		
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5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

an idea on m/s review. Comments?  
 Can this help us determine  
 personnel reqmts?  
 This, combined with volume  
 numbers

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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OPTIONAL FORM 41 (Rev. 7-76)

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